SUPERVISORY TEST BATTERY

The Supervisory Test Battery (STB) measures a candidate's ability to effectively handle a variety of situations which a supervisor would likely face. Typically, the STB is the only evaluation instrument administered for supervisory – level titles that are included in this program (a list of state and local job titles tested under this program can be found on our website at http://www.state.nj.us/personnel/jobs/step7.htm). However, if candidates for a particular job announcement have not been adequately assessed in prior positions with respect to their technical, non – supervisory knowledge and abilities, a second test component covering these technical areas may also be administered.

The STB is a work simulation. Candidates are asked to assume the role of a supervisor in a fictitious organization. No special knowledge regarding the work of this fictitious organization is required in advance. Candidates are provided with a booklet of background information about the organization, along with a booklet containing memos and letters. Candidates are given 50 minutes to review these booklets. After this review, candidates may then begin answering multiple – choice test questions on a computer. Test questions deal with issues, tasks, situations, decisions, etc., that the candidate will need to handle as a supervisor in the fictitious organization. The candidate may keep the background information and booklet of memos and letters throughout the examination and may refer to them at any point during the test.

This test is administered via computer. Prior to actually taking the timed part of the test, candidates view a tutorial on the computer which provides instruction in the simple tasks needed to take the test. Candidates do not use the computer keyboard when they take the test. The computer's mouse is used to point and click on their selected answers. Please be aware that candidates may not "skip" over questions presented on the computer. They must choose an answer to each question before they can move forward to answer the next question. Since the STB attempts to simulate real life situations, successive questions may contain information not available earlier. For this reason, candidates are not permitted to go backwards to change their answers on any questions they have already completed. A total of 2 hours and 30 minutes is permitted to answer the 120 questions on this test. A countdown clock is displayed on the computer screen which shows candidates how much time is remaining to finish the test. Candidates receive their test scores when they finish the test and will know immediately whether they passed or failed the STB.

Since this exam simulates actual situations that may occur on the job, it's possible that a question may contain more than one acceptable response. That is, as in life, there may be more than one way to appropriately

address a situation, but some ways may be better than others. To represent this in a testing situation, we use differentially weighted options for each question. Each option presented for a given question will carry a test weight from 0.0 to 0.8 depending on how well it addresses the situation posed in the question. The score, received immediately after completing the test, will be a raw score which is equal to the sum of scores across all questions. When candidates are notified of their test results by mail, they will receive their rank on the eligible list and their final scores. Final scores on test result notices will be shown in terms of a percentage score that may include seniority and PAR/PES points in the case of state promotional announcements. Therefore, in every case, the percentage scores which appear on candidate notices will differ from the raw scores received at the test center.

Any eligible list that is generated as a result of the STB has a list duration of two years. A candidate's test score is typically banked for two years for possible future use. That is, should a candidate apply within this two year period, his STB score will be applied to that new announcement. Candidates, however, may retake the STB after one year in response to a future announcement for which they are eligible. Since this test will be used repeatedly in the future, candidates will not be permitted to review its content (i.e., the test questions and answers).

The two year period for which a candidate's STB score is valid may be reduced if a new version of the test is scheduled for release. In this situation, candidates will be notified that the STB score they attain will be banked and usable only until the date on which the new test version is released.

The Supervisory Test Battery has been extensively reviewed by supervisors and managers from various occupations and agencies. They have served as subject matter experts to determine that the test content accurately represents competencies that are required in supervisory positions. Also, through research and job analyses conducted throughout the state, these competency areas have been found to be important for a supervisor to possess to perform well in a wide variety of public sector positions. Below is a list of some of the major competency areas associated with the STB.

PROBLEM SOLVING – **Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments.**

LEADERSHIP – **Inspires, motivates, guides and directs others toward goal accomplishment; coaches, supports, mentors, and challenges**

subordinates. Adapts leadership styles to a variety of situations. Inspires others by modeling high standards of behavior (e.g. courage, honesty, trust, openness, and respect for others, etc.) and by applying these values to daily behaviors.

DECISION-MAKING – Makes sound and well-informed decisions; perceives the impact and implications of decisions; commits to action and causes change, even in uncertain situations, in order to accomplish organizational goals.

INTERPERSONAL SKILL- Considers and responds appropriately to the needs, feelings, and capabilities of others; adjusts approaches to suit different people and situations. Develops and maintains collaborative and effective working relationships with others.

HUMAN RESOURCE MANAGEMENT - Empowers people by sharing power and authority; develops lower levels of leadership by pushing authority downward and outward throughout the organization; shares rewards for achievement with employees; ensures that staff are appropriately selected, utilized, appraised, and developed and that they are treated in a fair and equitable manner.

COMMUNICATION – Expresses facts and ideas both orally and in writing in a succinct, clear, accurate, thorough, organized and effective manner. Reviews, proofreads and edits written work constructively. Presents facts to individuals or groups effectively; makes clear convincing oral presentations; listens to others; facilitates an open exchange of ideas.

TEAM BUILDING – Manages group processes; encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

CONFLICT MANAGEMENT – Manages and resolves conflicts, confrontations, and disagreements in a positive and constructive manner to minimize negative personal impact.

Hopefully, the above information gives you an idea about the test content, as well as, the operations, policies and procedures associated with the Supervisory Test Battery.